

**Paper reference 31761H**  
**Pearson BTEC**  
**Level 3 Nationals Certificate,**  
**Extended Certificate, Foundation Diploma,**  
**Diploma, Extended Diploma**

**INFORMATION TECHNOLOGY**  
**UNIT 2: CREATING SYSTEMS TO**  
**MANAGE INFORMATION**

**(Part A)**

**Time: 3 hours plus your additional time allowance**

**X62655RA**

**YOU MUST HAVE:**

**activity2.rtf,  
activity3.rtf,  
activity4.rtf**

**YOU WILL BE GIVEN**

- **A separate Data Book.**

**INSTRUCTIONS**

- **Part A and Part B** contain the material for the completion of the set tasks under supervised conditions.
- There are 40 marks for **Part A** and 26 marks for **Part B**, giving a total mark for the set tasks of 66.
- **Part A and Part B** are specific to each series and this material must be issued only to learners who have been entered to take the tasks in the specified series.
- Learners **MUST ONLY** have access to **Part A** during this examination session.

**(continued on the next page)**

- This booklet should be kept securely until the start of the 3 – hour (plus your additional time allowance) supervised assessment period.
- **Part B** materials **MUST NOT** be accessed during completion of **Part A**.
- **Part A** and **Part B** should be submitted together for each learner.
- This booklet should not be returned to Pearson.
- Answer **ALL** activities.

## **INFORMATION**

- The total mark for this paper is 40.
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**INSTRUCTIONS TO INVIGILATORS** is on the next page

## **INSTRUCTIONS TO INVIGILATORS**

**This paper must be read in conjunction with the unit information in the specification and the BTEC Nationals Instructions for Conducting External Assessments (ICEA) document.**

**See the Pearson website for details.**

**Refer carefully to the instructions in this task booklet and the BTEC Nationals Instructions for Conducting External Assessments (ICEA) document to ensure that the assessment is supervised correctly.**

**The 3 – hour Part A set task must be carried out under examination conditions.**

**Electronic templates for Activities 2, 3 and 4 are available on the website for centres to download for candidate use.**

**Learners must complete this task on a computer using the templates provided and appropriate software. All work must be saved as PDF documents for submission.**

**(continued on the next page)**

**Invigilators may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.**

**Invigilators should note that they are responsible for maintaining security and for reporting issues to Pearson.**

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## **MAINTAINING SECURITY**

- **Learners must not bring anything into the examination environment or take anything out.**
- **Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the examination environment.**
- **Internet access is NOT permitted.**
- **Learner's work must be regularly backed up.**  
**Learners should save their work to their folder using the naming instructions indicated in each activity.**
- **During any permitted break, and at the end of the examination, materials must be kept securely, and no items removed from the supervised environment.**
- **Learners can only access their work under supervision.**
- **User areas must only be accessible during the examination session and only by the individual learners.**

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**Turn over**

- Any materials being used by learners must be collected in at the end of the examination.
- Following completion of **Part A** of the set task, all materials must be retained securely for submission to Pearson.
- **Part B** materials must not be accessed during the completion of **Part A**.

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## OUTCOMES FOR SUBMISSION

Each learner must create a folder to submit their work.

The folder should be named according to this naming convention:

**[Centre #]\_[Registration number #]\_  
[surname]\_[first letter of first name]\_PartA**

Example: **Joshua Smith** with registration number **F180542** at centre **12345** would have a folder titled

**12345\_F180542\_Smith\_J\_PartA**

Each learner will need to submit 6 PDF documents and their final database within their folder.

The 6 PDF documents should use these file names:

**ACTIVITY 1:**

**activity1\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 2:**

**activity2\_[Registration number #]\_  
[surname]\_[first letter of first name]**

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**ACTIVITY 3:**

**activity3\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 3d:**

**activity3d\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 4:**

**activity4\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 5:**

**activity5\_[Registration number #]\_  
[surname]\_[first letter of first name]**

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**INSTRUCTIONS FOR LEARNERS is on the next page**

## **INSTRUCTIONS FOR LEARNERS**

**Read the set task information carefully.**

**Plan your time carefully to allow for the preparation and completion of all the activities.**

**Internet access is NOT allowed.**

**You will complete this set task under supervision and your work will be kept securely at all times.**

**You must work independently throughout the examination and must not share your work with other learners.**

**Your invigilator may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.**

**Part B materials MUST NOT be accessed during the completion of Part A.**

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## **OUTCOMES FOR SUBMISSION**

**You must create a folder to submit your work.**

**The folder should be named according to this naming convention:**

**[Centre #]\_[Registration number #]\_  
[surname]\_[first letter of first name]\_PartA**

**Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled**

**12345\_F180542\_Smith\_J\_PartA**

**You will need to submit 6 PDF documents and your final database within this folder.**

**The 6 PDF documents should use these file names:**

**ACTIVITY 1:**

**activity1\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 2:**

**activity2\_[Registration number #]\_  
[surname]\_[first letter of first name]**

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**ACTIVITY 3:**

**activity3\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 3d:**

**activity3d\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 4:**

**activity4\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 5:**

**activity5\_[Registration number #]\_  
[surname]\_[first letter of first name]**

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**Part A SET TASK BRIEF is on the next page**

## **Part A SET TASK BRIEF**

**You are advised to spend 10 minutes (plus your additional time allowance) reading the Task Scenario and the activities you are to complete.**

**You may make notes and/or highlight information to use in the completion of the documents you need to produce for your task.**

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### **TASK SCENARIO**

**You have been asked to create a database for Washerpool College.**

**The college offers a range of subjects, from level 1 to level 3.**

**For example, BTEC Information Technology at level 3.**

**The database will record information about:**

- **students**
- **subjects**
- **classes.**

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**Turn over**

**TASK SCENARIO continued**

**Students are enrolled into classes.**

**Up to 20 students can be enrolled into a class.**

**A class is for a subject.**

**A subject may be taught in more than one class.**

**Each student has an email address that is made up of:**

- **three letters (uppercase first letter, followed by lowercase letters)**
- **an underscore \_**
- **two letters (uppercase first letter, followed by lowercase letter)**
- **@washer.ac.uk**

**For example: Lit\_Tr@washer.ac.uk**

**Look at Figure 1 in the separate Data Book.**

**Figure 1 shows an extract of the data the college would like to record.**

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**Part A SET TASK is on the next page**

**Turn over**

## **Part A SET TASK**

**You must complete ALL activities within the set task.**

**Produce your documents using a computer.**

**Save your documents in your folder ready for submission using the formats and naming conventions indicated.**

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**ACTIVITY 1 is on the next page**

## **ACTIVITY 1: DATABASE RELATIONSHIPS**

**SCREENPRINT – You are advised to spend 45 minutes (plus your additional time allowance) on this activity.**

**Study the data extract provided in Figure 1 in the separate Data Book.**

**Create an efficient database structure that:**

- **minimises data duplication**
- **accepts the data provided**
- **uses recognised naming conventions**
- **ensures data integrity.**

**Ensure you use ALL and ONLY the fields shown in Figure 1.**

**Screen print your database relationships.**

**Save your database relationships screenprint as a PDF in your folder for submission as**

**activity1\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**(Total for Activity 1 = 8 marks)**



**ACTIVITY 2: TABLE STRUCTURES AND VALIDATION**

– You are advised to spend 45 minutes (plus your additional time allowance) on this activity.

Create efficient table structures based on Activity 1 and the data shown in **Figure 1**.

The table structures must use suitable validation to meet these requirements:

- a record will not save without the student's surname being present
- a record will not save if the student's email is not in the correct format
- a record will not save if the subject level is below the accepted range
- a record will not save if the subject level is above the accepted range
- a record will not save if the subject being taught in a class is invalid
- a record will not save if the student being enrolled into a class is invalid.

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**ACTIVITY 2 continued**

Input the data given in **Figure 1** into your relational database.

Evidence your table structures and validation as screenprints using the given **activity2.rtf** template.

Display your screenprints to show:

- the design view of each table showing the structure, including the fields and data types
- validation including a suitable example for each of these:
  - presence check
  - length check
  - value lookup OR range check
  - table lookup
  - format check.

Save your evidence of the table structures as a PDF in your folder for submission as

**activity2\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**(Total for Activity 2 = 8 marks)**

**ACTIVITY 3: QUERIES AND REPORT – You are advised to spend 40 minutes (plus your additional time allowance) on this activity.**

### **Queries**

- (a) Create a query to display an alphabetically sorted list of student names who study GCSE Maths or BTEC Information Technology. The names must be sorted by surname and then firstname. It must show the full name of each student and the subject title only.
- (b) Create a query that will calculate:
- the number of students enrolled into each class.

#### **Display:**

- the subject title
- the number of students enrolled into each class
- a field with the automatically generated field content of “Still Spaces” if there are spaces left in a class.

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**Turn over**

**ACTIVITY 3 continued**

Evidence your queries as screenprints using the given **activity3.rtf** template.

Your screenprints must show:

- the **DESIGN** view of the queries specified that you have created, including fields and criteria
- the **DATASHEET** view of the queries specified that you have created.

**Report**

- (c) Create a report that shows a list of classes.

For each class, calculate the total number of students enrolled.

Display:

- a suitable report title
- the class start date
- the subject title
- the names of the students enrolled
- the total number of students enrolled
- the overall number of enrolments in all classes.

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**Turn over**

**ACTIVITY 3 continued**

The report must fit on one page.

Evidence your report as screenprints using the given **activity3.rtf** template.

Your screenprints must show:

- the **DESIGN** view of the report you have created, including grouping and calculations
- the **DESIGN** view of any queries you have created and used with the report, including fields and criteria
- the **DATASHEET** view of any queries you have created and used with the report.

Save your query and report evidence as a PDF in your folder for submission as

**activity3\_[Registration number #]\_  
[surname]\_[first letter of first name]**

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**ACTIVITY 3 continued**

- (d) Save your database report (not a screenprint)  
as a PDF in your folder for submission as

**activity3d\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**(Total for Activity 3 = 12 marks)**

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**ACTIVITY 4: STRUCTURE TESTING – You are advised to spend 20 minutes (plus your additional time allowance) on this activity.**

**Test the structure and the validation of your relational database using suitable test data (normal, erroneous and extreme as appropriate).**

**You must provide evidence of table level testing that proves:**

- 1. a record will not save without the student's surname being present**
- 2. a record will not save if the student's email is not in the correct format**
- 3. a record will not save if the subject level is below the accepted range**
- 4. a record will not save if the subject level is above the accepted range**
- 5. a record will not save if the subject being taught in a class is invalid**
- 6. a record will not save if the student being enrolled into a class is invalid.**

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**ACTIVITY 4 continued**

**Complete the test log to show how you have tested the structure and validation of your database using the given `activity4.rtf` template.**

**Save your test log as a PDF in your folder for submission as**

**activity4\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**(Total for Activity 4 = 6 marks)**

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**ACTIVITY 5: STRUCTURE EVALUATION – You are advised to spend 20 minutes (plus your additional time allowance) on this activity.**

**Evaluate your database structure and validation.**

**You should consider:**

- **how well your database structure has minimised data duplication**
- **how well your database structure meets these requirements:**
  - **the college offers a range of subjects, from level 1 to level 3**
  - **students are enrolled into classes**
  - **a class is for a subject and a subject may be taught in more than one class**
  - **each student has an email address that is made up of:**
    - **3 letters (uppercase first letter, followed by lowercase letters)**
    - **an underscore \_**
    - **2 letters (uppercase first letter, followed by lowercase letter)**
    - **@washer.ac.uk**

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**Turn over**

**ACTIVITY 5 continued**

**Save your evaluation as a PDF in your folder for submission as**

**activity5\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**(Total for Activity 5 = 6 marks)**

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**TOTAL FOR PART A = 40 MARKS**

**END OF PAPER**

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